

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2676 CLERICAL ASSISTANT II
MONTHLY SALARY: \$2407 to \$2899**

APPLICATION FILING PERIOD: **FIRST DATE:** July 28, 2006

LAST DATE: September 27, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

AGE: Minimum age for applicants is 18, except for high school graduates who are 17.

EXPERIENCE/EDUCATION: Proof of education (diploma/certificate/degree) must be submitted at time of application.

1. One year of full-time clerical experience, which may include typing, filing, providing information to the public and general bookkeeping as typical duties. **Six months of this experience must be in a position where the primary job responsibility is clerical in nature** and must include a wide range of qualifying clerical duties.

-OR-

2. Successful completion of a formalized (classroom) clerical training program consisting of a minimum of 520 hours of training in clerical or office procedures.

-OR-

3. A.S. Degree in Business Office Technology or a closely related field.

TYPING SKILLS: If you wish to be considered for positions requiring the ability to type, an ORIGINAL typing certificate indicating ability to type at a corrected speed of 30 WPM (words per minute) on a typewriter or computer keyboard must be submitted with your application. **Photocopies will not be accepted.** If you wish to have your original typing certificate returned, you should follow the procedures listed on your application. The certificate must be issued under International Typing Contest Rules, specify the net and gross speed, the number of errors, and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals serving or who have served in City of San Diego job classifications which meet or exceed the minimum typing requirements, and properly document this information on your application, will not be required to submit a typing certificate.**

Typing tests are given at, but you are not limited to, the following locations:

Centre City:

1400 Park Blvd.
San Diego, CA 92101
(619) 388-4600

Cesar Chavez Campus:

1960 National Avenue
San Diego, CA 92113
(619) 230-2895

ECC (Educational Cultural Complex):

4343 Ocean View Blvd.
San Diego, CA 92113
(619) 388-4956

Mid-City Campus:

3792 Fairmount Avenue
San Diego, CA 92105
(619) 388-4500

Mid-City/Navajo Campus:

6696 Wandermere Drive
San Diego, CA 92120
(619) 388-4500

North City/Miramar Campus:

10440 Black Mountain Road
San Diego, CA 92126
(619) 388-1800

Linda Vista Presbyterian Church:

2130 Ulric Street, San Diego, CA 92111
(619) 388-1800

West City/Point Loma Campus:

3249 Fordham Street, San Diego, CA 92110
(619) 221-6973

LICENSE: A valid California Class C Driver's License **may be required at time of hire.**

DUTIES: Clerical Assistants II work in many City of San Diego departments performing a variety of typing tasks; serving as receptionists; keeping records and compiling statistics; operating office machines; and performing other related duties as assigned. **NOTE: Some Clerical Assistant II positions may be filled on a limited/hourly basis.**

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants meeting the requirements specified above will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

TMN/July 28, 2006/Class 1535

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER